STATINTL

Approved For Release 2001/03/04 : CIA-RDP80T01198A000100010008-1

Next 2 Page(s) In Document Exempt

Scientific and Technical Intelligence Committee

16 FEB 1978

MEMORANDUM FOR:	Administrative	Officer/DCI
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THROUGH

: Deputy Director, NFAC

SUBJECT

REFERENCE

: Official Representation Expenses for DCI's Science and Technology Advisory Panel (STAP)

STATINTL

(Revised 18 August 1977)

1. Background: Since its establishment in January 1976, coffee and donuts have been supplied at the two-day quarterly meetings of the DCI's Science and Technology Advisory Panel (member list attached) (STAP). The costs (\$15-\$25 per meeting) generally have been reimbursed to me by the IC Staff which budgets for the other costs for this group (per diem, travel, stipend, lunches, dinner). For the December 1977 meeting, coffee and donuts were purchased by in my office, after which I was informed by the IC Staff that these costs could no longer be reimbursed.

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- 2. On reading I feel this group falls under its purview; specifically paragraphs b, (1) and (2), Official Reception and Representation Expenses and Courtesies and Amenities; (b), (4), (c) "...other U.S. private citizens..."; and paragraph c, (3), (b) "...nonalcoholic drinks and donuts...special conferences attended by primarily non-agency personnel."
- 3. I request authorization for expenditures for this purpose at future quarterly meetings of STAP, as well as approval for reimbursement for the December expenses, Form 264 attached. If you wish further information on STAP, I would be pleased to supply it to you.

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Attachment: As stated

STATINTL AUTHORIZATION

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APPROVAL

For FY-78Executive Sectedary, DCI

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16 January 1978

MEMORANDUM FOR: Chief, Support Staff, ICS

SUBJECT : Reimbursement for STAP Expenses

1. Attached are claim sheets of members of the DCI's Science and Technology Advisory Panel (STAP) for the 15-16 December 1977 meeting, the dinner at the Metropolitan Hotel, lunch on 16 December in the DCI's Dining Room, and some miscellaneous parking and mileage charges.

2. The breakdown of the costs is as follows (worksheet attached):

a.	Panelists		\$2295.46
		9.11	
		75.72 50.63	
ъ.	Dinner (Metropolitan Hotel) (STAP members only) 15 Dec		94.62
	Lunch (DCI Dining Room) 16 Dec. (7 @\$4.57)		31.99
c.	Miscellaneous		19.45
	Parking \$4,\$4,\$.25,\$.50,\$.50 3 RT to CHB @\$3.40	9.25 10.20	
	*	TOTAL	\$2441.52

3. I hereby certify that I expended \$146.06 for official entertainment of guests of the Intelligence Community on 15-16 December 1977. I have not been and

SUBJECT: Reimbursement for STAP Expenses

and will not be reimbursed for these expenses from any other source. All government employees involved in this entertainment paid their own expenses.

- 4. Please send the STAP members' checks to them in plain envelopes to the addresses on the claim sheets, inasmuch as some of them are sensitive regarding their association with the Intelligence Community. Please send the check for my expenses (item 2b) & c above) to me at Room 6F35, Headquarters Building.
- 5. The next meeting of STAP is scheduled for 15-16 March and the estimated cost will be approximately \$3400.

Executive Secretary

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Attachments: As stated

Distribution:

Orig. and 1 - Addressee (w/att)

1 - STAP Chrono (w/o/att)
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CLAXM FOR DETERMES - Director's Science and Technology Advisory Panel

Transportation	: Economy air		STATINTL		
	and return	(ticket may	be retained for return	Mach., DC. r trip)	\$ 402.00
Date and time	of departure:	12-16-77,	5:40 p.m.	_	TATINTL
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_12-15-77 (date)	Breakfast - Lunch - Dinner -	2.81 3.25			\$ <u>34.56</u>
:	Hotel -	34.56			\$ 40.62
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CLAIM FOR EXPENSES - Director's Science and Technology Advisory Panel

TRANSPORTATION	V	n to Wash., DC may be retained for return trip)	\$
Date and time	of departure:		· · · · · · · · · · · · · · · · · · ·
Transportation	cost to terminal:	From Airport to Hotel:	\$
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(date)	Breakfast - Lunch -	•••	
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12 15 Lunch - \$	\$ 3,00
12-1/5 Breakfast - 2,30	
Hotel35,85	\$ 1,60
Transportation cost from hotel to Headquarters and return:	\$ 1160
12 16 Breakfast - 2,40	\$ 44,28
Transportation cost from hotel to Headquarters and return:	\$ 9,00
Breakfast - Lunch - Dinner -	\$
Transportation cost to terminal: \$ 7.57 From Airport to home: 7.00 (estimates may be used for above)	\$ 14,50
Date and time of departure from Wash., DC: 12/16/7>	
Fee for services (\$180.88 per day) claimed: (X) Yes () No	\$361,76
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CLUSTED FOR EXER.		ice and rechnology Advisory Par	io i
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(date)	Breakfast - Lunch - Dinner - Hotel -		\$
Transportation	cost from hotel to Head	quarters and return:	·\$ 7.50
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CLAIM FOR EXPENSES - Director's Science and Technology Advisory Panel

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\$189.23 STATEMENT

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NOTE

1149 NEW HAMPSHIRE AVE., N.W. WASHINGTON, D.C. 20087

SCIENCE TECH. ADVISORY PANNEL
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DETACH AND MAIL THIS PORTION WITH YOUR CHECK. YOUR CANCELLED CHECK IS YOUR RECEIPT

DATE		
12/20/77	HOTEL CHARGES	\$189.23 = 169.27
	-112 × 6	74,62
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(202) 467-5830

METROPOLITIAN HOTEL 1143 New Hampshire Ave., N.W.

Washington, D.C.

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StAP-15-16 Dec

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